

23 January 1981

MEMORANDUM FOR: Distribution

FROM :
Acting Chief, Management Staff, ODP

SUBJECT : DDA Level Management by Objectives
Conference

1. The DDA Level Management by Objectives Conference will be held in the ODP Conference Room, 2D03, 2 February (Monday), from 10:30 to 11:30 A.M.

2. Under the new MBO conference format, strategic objectives will be presented along with one or two of the operational objectives, chosen at the discretion of the office director. The ODP strategic objective is AIM (ODP-29-81) and D/ODP has selected CAMS (ODP-34-81) and Office Automation/Word Processing (ODP-30-81) as the operational objectives for presentation this quarter. (A second strategic objective, Message Handling Facility (OC-22-81) is joint with OC and will be presented at their conference.)

3. The planned briefer for each objective is listed in the attached conference agenda. The new format allows for a maximum of twenty minutes for each presentation, so please plan accordingly. Use of visual aids is encouraged and an overhead projector will be available. (Copies of the narrative status summaries and actions plans will have been made available to the DDA staff prior to the meeting.)

4. Finally, it is requested that the responsible division chiefs and deputy directors also plan on attending. Please contact me on if you will not be able to attend or if there are any problems or questions.

Att: a/s

Distribution:

Deputy Director for Applications
Deputy Director for Processing
Chief, System Programming Division
Chief, Engineering Division
Chief, D Division

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